

16.110 PERSONNEL ACCOUNTING AND DISTRIBUTION

Reference:

Standards Manual 16.2.2, 16.2.3, 41.1.2

Purpose:

Provide a system of personnel accounting and distribution.

Establish a procedure for the distribution of reports concerning shift assignments, off-day group assignments, and leaves.

Procedure:

A. Assignment Report Changes (Form 17):

1. All district/section/unit commanders will submit an Assignment Report Changes (Form 17) every 28 days. This report is due on the Thursday before the effective date. Each December Police Personnel Section will publish a list of the "effective dates."
 - a. The Assignment Report Changes will reflect the following information, as of the effective date:
 - 1) Changes in shift and/or off-day group assignments
 - 2) Personnel separated or transferred (state date and reason - e.g., retired, transferred out, etc.)
 - 3) Personnel attending out of town schools in excess of one month (indicate date of return to duty)
 - 4) Personnel temporarily detailed to another unit
 - a) The permanent unit of assignment will list the personnel on its report showing to which unit the person is detailed. Include detailed personnel in the unit's present strength total.

- b) The unit receiving detailed personnel will also list the personnel and their permanent unit of assignment. The receiving unit will not include detailed personnel in its unit totals.
- 5) Personnel on limited or light duty (state assignment)
- 6) Totals numerically by rank
- b. Submit a report stating no changes have occurred, if applicable.

B. Police Division Assignment Report:

- 1. Personnel Section will maintain control of Police Division Assignment Reports.
 - a. Changes to the master copy of the Police Division Assignment Report are made based upon the information received from the Assignment Report Changes Form 17.
 - b. By the Thursday following the effective date, Personnel Section will distribute the revised report to all affected districts/sections/units.
 - c. Personnel Section will maintain current information from the Assignment Report in the CLEAR Badge file. This will ensure division personnel receive court notifies at their unit of assignment. Personnel Section will update information using the OPS1 terminal.

C. Assignment Report Symbols:

1. To maintain division wide uniformity, use the following symbols when completing an Assignment Report Changes Form 17:

* - IWP
 + - Light Duty
 \$ - Extended Sick
 \$M - Sick Maternity
 @ - Suspended (Beginning and ending dates)
 # - Detailed to...
 (Additional details will be noted with a numeral next to it: #1, #2, #3, etc.)
 ## - Detailed from...
 (Additional details will be noted with a numeral next to it: ##1, ##2, ##3, etc.)
 % - Leave Without Pay

D. Time Book Symbols:

1. To maintain division wide uniformity, use the following symbols when marking Time Books:

BDY - Birthday
 CTO - Compensatory Time Other (used)
 DNT - Donated Time
 CUS - Fair Labor Standards Act time (used)
 HOL - Holiday (sworn and nonsworn)
 INU - Injured With Pay (nonuniformed)
 IUF - Injured With Pay (uniformed)
 LLU - Legal Liability Time
 LWP - Leave Without Pay
 Includes:
 Sick Without Pay
 Leave Without Pay
 Injured Without Pay
 Maternity
 Absent Without Leave
 MDL - Medical Dental Leave
 PWP - Personal With Pay
 Includes:
 Military Training (Use "MT" to denote this time)
 Jury
 Union
 Pre-induction
 Terminal Leave
 ROP - Relieved (suspended) Without Pay

RWP	-	Relieved (suspended) With Pay
SAD	-	Sick Pay Death
SPF	-	Sick Pay Family
SPM	-	Sick Pay Maternity
SWP	-	Sick With Pay
VAC	-	Vacation
D	-	Detailed
O	-	Off Day
	-	Day Worked
T	-	Training

NOTE: Place a copy of these symbols in the front of the Time Book as a reference.

NOTE: Complete an Application for Leave of Absence (Form 25-S) for all leaves listed above (BDY - Birthday through VAC - Vacation).

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